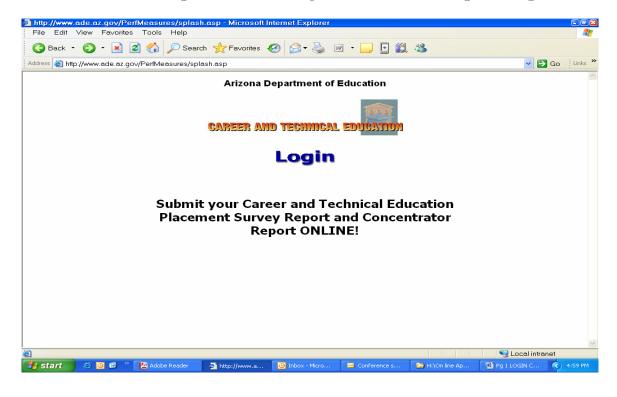
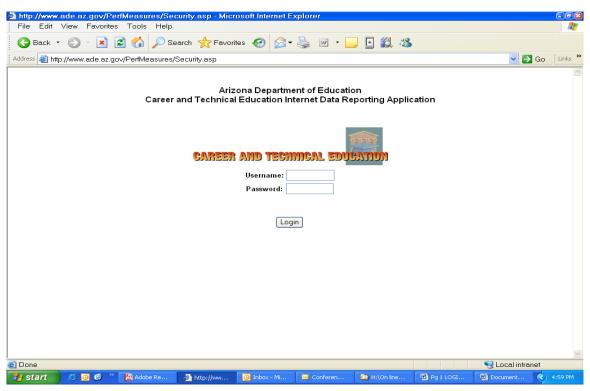
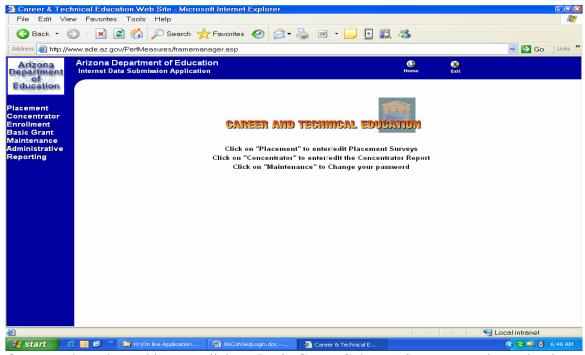
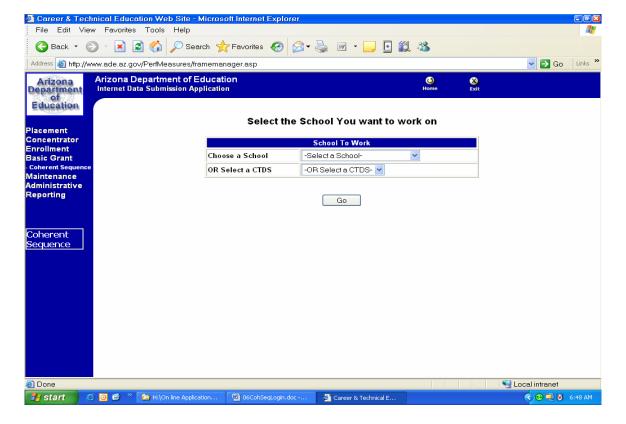
http://www.ade.az.gov/PerfMeasures/splash.asp

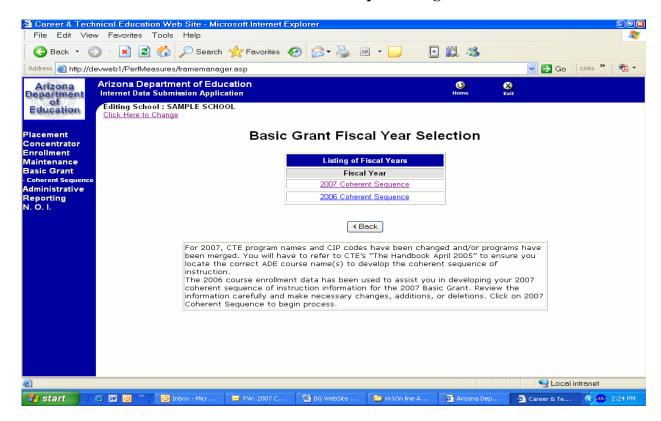






Once you have logged in, you click on Basic Grant, Coherent Sequence, select school,





Select the 2007 Coherent Sequence for edit/updates.

The 2006 course enrollment data has been loaded into the 2007 coherent sequence table for your use in updating the district's CTE coherent sequence of instruction as required under your 2007 Basic Grant. To complete your 2007 Basic Grant application, please review the Coherent Sequence of Courses listed below for your school; or

Print a copy of your school's coherent sequence data to review before updating by clicking on the "Click here to get a detailed report" icon.



To **add** new courses, click on the blinking "Click Here to Add", select the appropriate course number and click on Submit. Select the 8th digit of the course number and insert the district's Local Course Title and click on the Submit button to save the record. If you do not insert a Local Course Title, the CTE Course Title will be inserted.

Identify a new course by inserting an "x" in the column marked "New Course".

To **edit** a program's coherent sequence click on **Modify** next to the appropriate course number. You may also use Modify for a course that is established but is to be taught off-campus in 2007. (See instructions below for adding a new course taught off campus)

You may only edit the 8th digit of the CIP code and insert the district local course title. If you do not insert a Local Course Title, the CTE Course Title will be inserted. Fill in the information and click on the Submit and Finish button to save the record.

If the **local course title is different** from CTE's Course Title you **MUST** provide the school's local course title. Follow the editing instructions above.

If the **local course title is the same** as CTE's course title, hit modify, submit and finish and it will default to the CTE title.

To add a course that is taught off-campus follow the "add new courses" instructions. The question "Is This a Local Feeder Course" is for the purpose of capturing information that identifies districts that have courses taught off campus. The "Is This a Local Feeder Course" automatically defaults to "No". Click on the "Yes" button and two additional questions about articulated courses will pop up and answer the next two questions:

1. Articulated School Name (use drop down menu box). 2. Identify Articulated Enrollment Type (See page 226 of "The Handbook April 2005" for the definition of Articulated Enrollment Count.). Click on Submit, click on Finish to save the record. The next screen will display the course in the articulated section of the database.

To **Delete** a program or course that is no longer offered, click on **Delete** next to the appropriate number. Click on the "Yes" button.

Print a report for final review before submitting to CTE. Verify every course has a local course title.

NEW CAREER EXPLORATION STANDARDS: If you are implementing the new Career Exploration standards this school year, identify the sites (include feeder schools for Union High School Districts) where the Career Exploration standards will be delivered in the Comment Section of the report.

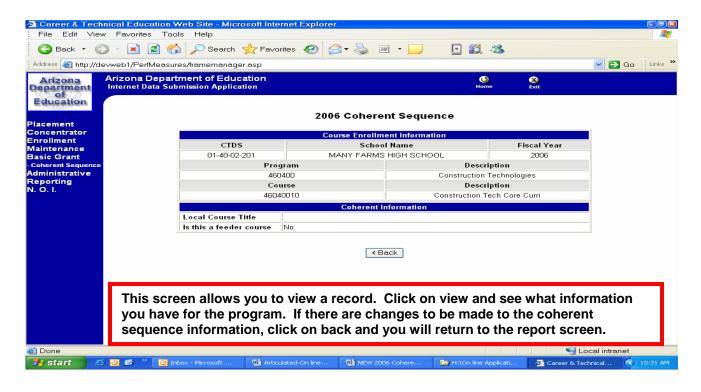
After the coherent sequence information has been updated, **NOTIFY** CTE by sending an email to Tammie Chavez at tammie.chavez@azed.gov. **Provide your name** and identify your **District** to inform her that you have completed updating the district's 2007 coherent sequence data.

2006 Program/Course data already loaded – ready to edit.

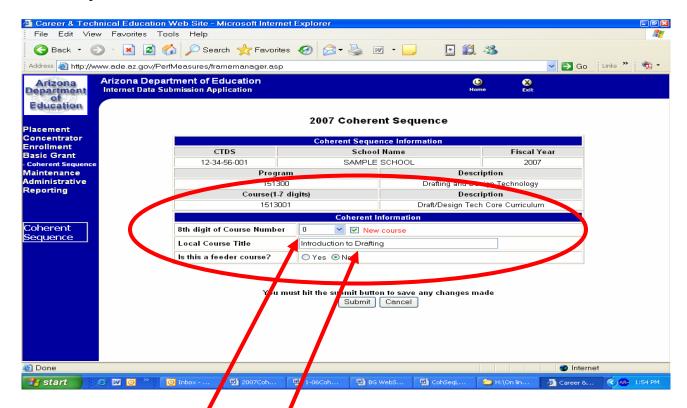
To take an action on a record you must click on one of four functions – view, modify, delete or add.



The following slide displays a record in the view mode.



The following slide displays a record in the modify mode. Select Program and click on Modify.



This mode allows you to make changes but only to the Coherent Information section. You are allowed to enter the 8th digit of your course and provide the district's local course title. If you leave the local course title blank and you submit the record, the local course title will default to the CTE Course title.

- 1. Enter the 8th digit
- 2. Enter the local course title (if you have one different from ADE's course title)
- 3. When finished making the changes, click on Submit
- 4. If no errors are detected you will see the message "There were no errors saving this record." Click on Finish

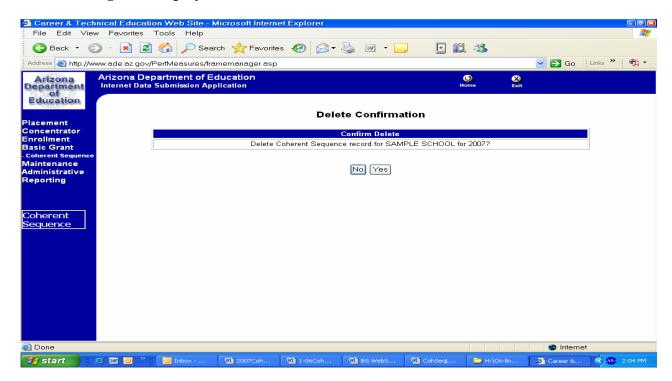
This will take you back to the report screen.

If you decide that the program/course is no longer part of your coherent sequence you may use this function to delete it from your coherence sequence.



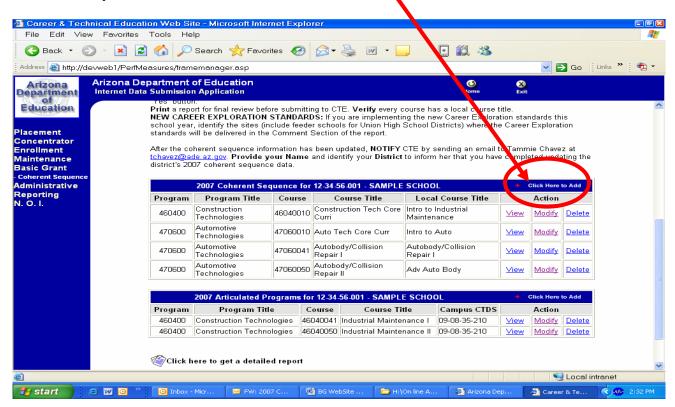
Click on Delete

The following slide displays a record in delete mode

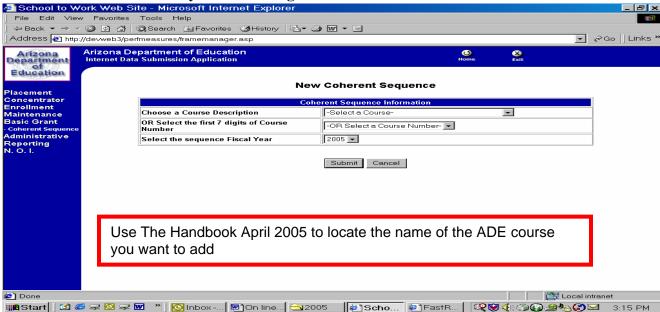


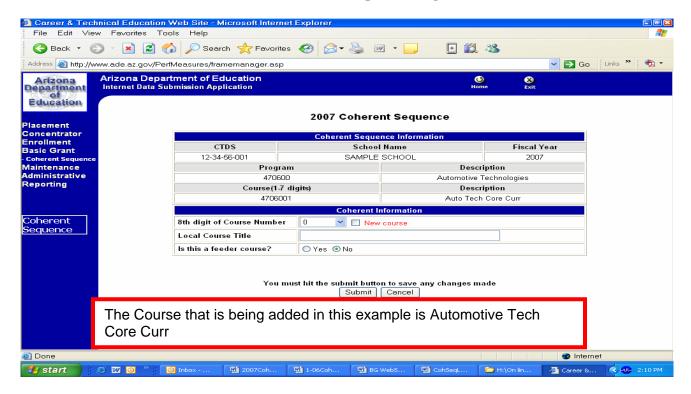
- 1. To delete a record, select the record and click on delete.
- 2. Answer yes or no. 'Yes' will delete the record. 'No' will return you to the coherent sequence screen.
- 3. By clicking on 'Yes' the message "There are no errors saving this record," will pop up. Click on 'Finish'.
- 4. This will take you back to the report screen.

To add a new record: Click on the "+ Click here to add" (located at the top right hand corner of report screen.



1. Select the new course by name or 7 digit course number.

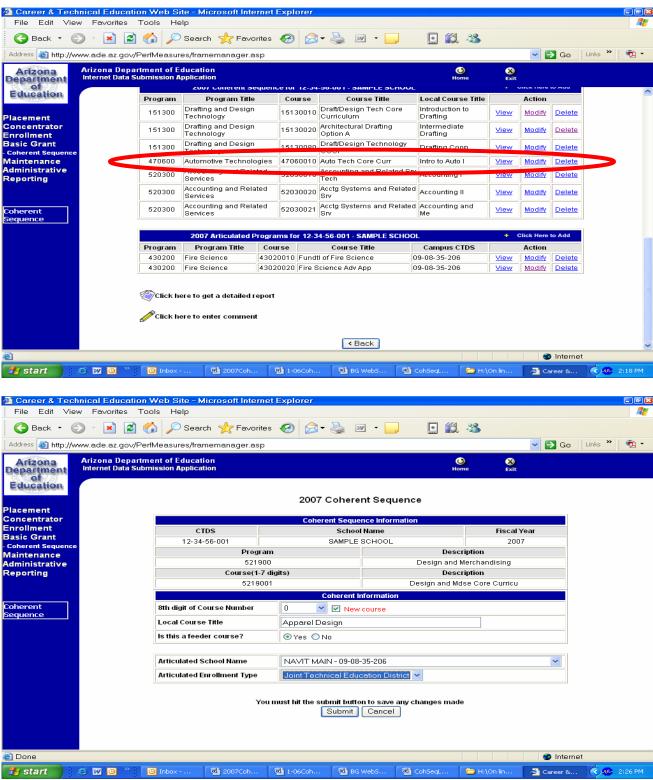




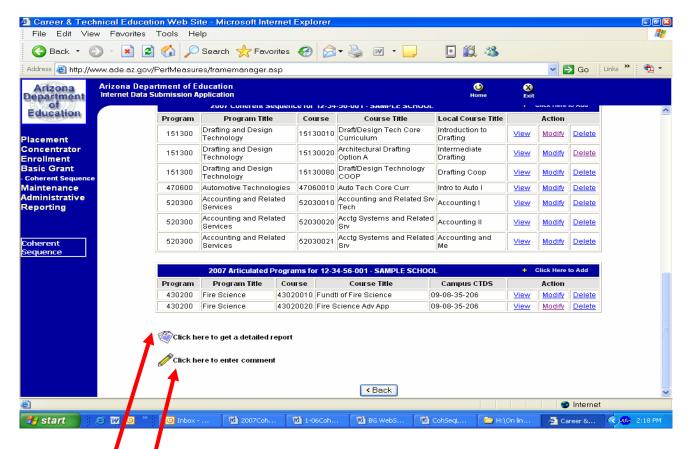
- 2. Select the 8th digit of the course number use drop down arrow.
- 3. Check the "new course" box
- Insert local course title. If you do not insert a local course title when you submit the new record the local course title will automatically default to CTE course title.
- 5. Click on submit when completed
- 6. The message "There are no errors saving this record," will pop up. Click on 'Finish'.
- 7. This will take you back to the report screen.

NOTE: THE **QUESTION** - "Is This a Feeder Course" is for the purpose of capturing information that identifies districts that have articulated programs/courses.

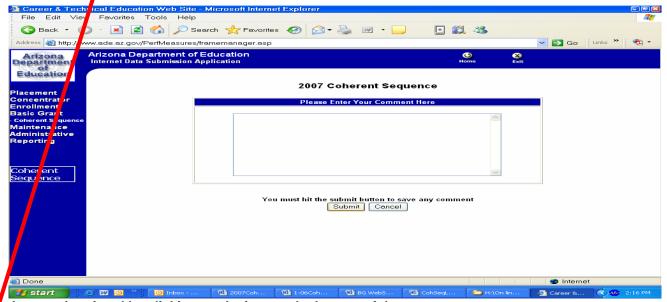
See below the automotive course is now part of the coherent sequence.



To add a course that is taught off-campus follow the "add new courses" instructions. The question "Is This a Feeder Course" is for the purpose of capturing information that identifies districts that have courses taught off campus. The "Is This a Feeder Course" automatically defaults to "No". Click on the "Yes" button and two additional questions about articulated courses will pop up and answer the next two questions: 1. Articulated School Name (use drop down menu box). 2. Identify Articulated Enrollment Type (See page 226 of "The Handbook April 2005" for the definition of Articulated Enrollment Count.). Click on Submit, click on Finish to save the record. The next screen will display the course in the articulated section of the database.

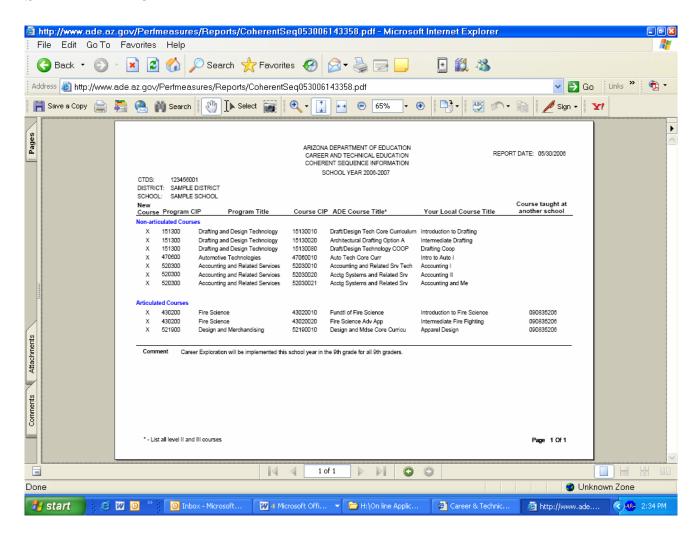


To use the confiment section, click on the pencil icon and follow the instructions. Insert any confiments you may want to relay to ADE about your coherent sequence.



A report is printed by clicking on the icon at the bottom of the page.

SAMPLE REPORT



After the coherent sequence information has been updated, **NOTIFY** CTE by sending an email to Tammie Chavez at tammie.chavez@azed.gov and identify your **District and provides your Name** to inform her that you have completed updating the district's 2007 coherent sequence data.

Tips for Completing the 2007 Basic Grant Coherent Sequence Function

- ➤ Refer to the On-line Basic Grant Coherent Sequence Instructions handout.
- ➤ Have the **new Career and Technical Education Resource Handbook (April, 2005)** open to pages 67-74 for current CTE Program Codes and Titles.
- ➤ Course CIP codes reported on your 2006 40th and 100th day enrollment reports have been downloaded into your 2007 coherent sequence. All program and course CIP codes and titles have already been changed to reflect the FY2007 CTE program list. The fiscal year will always show as 2007. **You cannot change the year**.
- > Print a copy of the coherent sequence first and highlight all changes needed. (Scroll down page to "click here to get a detailed report")
- > Programs are listed in numerical order by program CIP code. Follow the on-line directions.
- **Level II** (99.xxxx) courses will appear <u>only once</u> at the end of the entire list.
- Adding new courses: It is easiest to *add using course numbers* because they are listed numerically by course CIP code showing the first 7 digits. All course CIP codes for a program will appear together (i.e. all courses beginning with 100300 will be together). Use The Handbook as the guide. Course names are listed alphabetically by course title.
 - o When adding a new NOI course, check the "new course" box to identify new program courses.
 - o **Reminder**: Add all appropriate courses for any 2007 NOIs submitted.
 - o When you add a course, it will appear in the coherent sequence in numerical order by program and course CIP codes.
- ➤ If a **course is being taught off campus**, follow the articulated course instructions
- Local course title: Each course must have your local course title. If the local course title is the <u>same as</u> the CTE course title, hit <u>modify, submit and finish</u> for each course. No need to type in the title. If it is different, add in your title. The local course title should be what appears in your district course description book and on the student's transcript.
- ➤ If a program or a course is no longer taught, hit <u>delete</u>, <u>yes and finish</u> for each of the courses in the program.

New Option: For 2007, you have the option of delivering a CTE program under the New CTE Delivery System – Career Preparation **OR** continuing under the current VTE Model – Level I, II, III You will be prompted to select one of the following: **2007 New Delivery System – Career Preparation Or, 2007 Current Arizona VTE Model – Level I, II, III**

- > A comment box is available to add any additional information needed about your coherent sequence.
- > Print a final coherent sequence report to make sure all courses are listed and <u>each course has a local</u> <u>course title</u>.
- ➤ <u>IMPORTANT:</u> 2007 Coherent Sequence should include all course CIP codes for Level II and III that you plan to report on 40th and 100th day course enrollment.
- ➤ If having difficulty, contact your basic grant specialist.

52.0300 Accounting and Related Services	01.0100 Agricultural Business
90.0000.10 Technological Foundations 99.0400.10 Business Management Technology 52.0300.10 Accounting and Related Services Technology -and- 52.0300.20 Accounting Systems and Related Services -or- 52.0300.80 Accounting and Related Services — Coop Ed	90.0000.10 Technological Foundations 01.0100.10 Intro Applied Biological Systems- Agriculture 01.0100.12 Applied Biological Systems- Agriculture 01.0100.14 Agriculture Business Mgmt - Agriscience -and- 01.0100.20 Food Products and Processing Systems Agribus Systems -or- 01.0100.30 Plant Systems -or- 01.0100.40 Animal Systems -or- 01.0100.50 Renewable Natural Resources Systems -or- 01.0100.60 Power, Structural and Technical Systems -or- 01.0100.90 Agribusiness Systems -or- 01.0100.00 Environmental Service Systems -And program may elect to add- 01.0100.80 Agricultural Business Mgmt - Agriscience-Coop Ed
01.0300 Agriscience	51.0800 Allied Health Services
90.0000.10 Technological Foundations 99.0300.20 Applied Biological Systems- Agriculture 01.0300.10 Agriscience -and- 01.0300.20 Agriscience II -or- 01.0300.30 Agriscience Business Management -or- 01.0300.60 Agricultural Mechanics -or- 01.0300.80 Agriscience-Cooperative Education	90.0000.10 Technological Foundations 99.0300.30 Applied Biological Systems-Health 51.0800.10 Fundamentals of Allied Health Services -and- 51.0800.20 Pharmacy Support Services - or- 51.0800.30 Laboratory Assisting -or- 51.0800.40 Medical Imaging Support Services -or- 51.0800.50 Sports Medicine and Rehabilitation Therapies -And program may elect to add- 51.0800.80 Allied Health Services- Coop Education

47.0600 Automotive Technologies	52.0200 Business Management and Administrative Services
90.0000.10 Technological Foundations	
99.0200.10 Industrial Technology	90.0000.10 Technological Foundations
47.0600.10 Automotive Technologies Core	99.0400.10 Business Management
Curriculum -and-	Technology
47.0600.20 Automotive Technology I	52.0200.10 Bus Mgmt and Admin Services
-and-	Fundamentals -and-
47.0600.30 Automotive Technology II	52.0200.20 Business Office Operations -
	•
-or-	or- 52.0200.30 Administrative Information
47.0600.40 Automotive/Collision Repair I	
-and-	Mgmt
47.0600.50 Automotive /Collision Repair II	-or-
-And program may elect to	52.0200.80 Bus Mgmt and Admin
add-	Services- Coop Ed
47.0600.80 Automotive Technologies-	
Cooperative Education	
46.0400 Construction Technologies	12.0400 Cosmetology
	5 ,
90.0000.10 Technological Foundations	90.0000.10 Technological Foundations
99.0200.10 Industrial Technology	99.0500.10 Life Connections
46.0400.10 Construction Technologies	12.0400.10 Fundamentals of Cosmetology
Core Curriculum -and-	-and-
46.0400.20 Construction Technologies I -	12.0400.20 Cosmetology Advanced
and-	Applications
46.0400.30 Construction Technologies II –	-or-
or-	12.0400.80 Cosmetology-Coop Educ
46.0400.40 Industrial Maintenance I -and-	12.0400.00 Cosmictology Coop Edde
46.0400.50 Industrial Maintenance II	
-And program may elect to	
add-	
5. 5. 5.	
46.0400.80 Construction Technologies-	
Coop Ed 12.0500 Culinary Arts	52.1900 Design and Merchandising
12.0500 Culliary Arts	52.1900 Design and Merchandising
90.0000.10 Technological Foundations	90.0000.10 Technological Foundations
99.0500.10 Technological Foundations 99.0500.10 Life Connections	99.0500.10 Technological Foundations 99.0500.10 Life Connections
12.0500.10 Culinary Arts Principles -and-	52.1900.10 Design and Merchandising
12.0500.20 Culinary Arts Applications -or-	Fundamentals -and-
12.0500.80 Culinary Arts-Coop Education	52.1900.20 Fashion Design and
	Merchandising Applications
	-or-
	52.1900.30 Interior Design and
	Merchandising
	-And program may elect to
	add-
	52.1900.80 Design and Merchandising-
	Coop Educ

15.1300 Drafting and Design Technology	13.1200 Early Childhood Education
90.0000.10 Technological Foundations 99.0100.10 Information Technology 15.1300.10 Drafting and Design Technology Core Curriculum -and- 15.1300.20 Architectural Drafting -or- 15.1300.30 Civil Drafting -or- 15.1300.40 Electronics Drafting -or- 15.1300.50 Mechanical Drafting -And program may elect to add- 15.1300.80 Drafting and Design Technology-Coop Ed	90.0000.10 Technological Foundations 99.0500.10 Life Connections 13.1200.10 Early Childhood Education Fundamentals -and- 13.1200.20 Early Childhood Education Applications -or- 13.1200.80 Early Childhood Education- Coop Ed
13.1500 Education Professions	15.0300 Electronic Technology
90.0000.10 Technological Foundations 99.0500.10 Life Connections 13.1500.10 Education Professions Fundamentals -and- 13.1500.20 Education Professions Applications – or- 13.1500.80 Education Professions-Coop Ed	90.0000.10 Technological Foundations 99.0200.10 Industrial Technology 15.0300.10 Electronic Technology Core Curriculum -and- 15.0300.20 Basic Electricity Principles and Applications -and- 15.0300.30 Basic Electronic Principles and Applications -And program may elect to add- 15.0300.80 Electronic Technology-Coop Ed
52.0800 Financial Services	43.0200 Fire Science
90.0000.10 Technological Foundations 99.0400.10 Business Management Technology 52.0800.10 Financial Services Technology -and- 52.0800.20 Financial Services Systems - or- 52.0800.80 Financial Services-Coop Ed	90.0000.10 Technological Foundations 99.0200.10 Industrial Technology 43.0200.10 Fundamentals of Fire Science -and- 43.0200.20 Fire Science Advanced Applications -or- 43.0200.80 Fire Science-Cooperative Education

10.0300 Graphic Communications	01.0600 Horticulture
90.0000.10 Technological Foundations 99.0100.10 Information Technology 10.0300.10 Fundamentals of Graphic Communications -and- 10.0300.20 Graphic Arts I -and- 10.0300.30 Graphic Arts II -or- 10.0300.40 Commercial Art I -and- 10.0300.50 Commercial Art II -or- 10.0300.60 Photo Imaging I -and- 10.0300.90 Photo Imaging II -And program may elect to add- 10.300.80 Graphic Communications-Coop Ed	90.0000.10 Technological Foundations 99.0300.20 Applied Biological Systems- Agriculture 01.0600.10 Agriscience-Horticulture - and- 01.0600.20 Agriscience II-Horticulture - or- 01.0600.30 Horticulture Business Mgmt -or- 01.0600.60 Agricultural Mechanics -or- 01.0600.80 Horticulture-Cooperative Ed
52.0900 Hospitality Management	15.0600 Industrial Manufacturing
90.0000.10 Technological Foundations 99.0500.10 Life Connections 52.0900.10 Hospitality Management Principles -and- 52.0900.20 Hospitality Management Applications -or- 52.0900.80 Hospitality Management-Coop Ed	90.0000.10 Technological Foundations 15.0600.10 Fundamentals of Industrial Mfg -and- 15.0600.20 Applications of Industrial Mfg -and- 15.0600.30 Metals Manufacturing -or- 15.0600.40 Plastics Manufacturing -or- 15.0600.50 Principles of Engineering Technology -And program may elect to add- 15.0600.80 Industrial Manufacturing-Coop Ed
15.1200 Information Technology	43.0100 Law, Public Safety and Security
90.0000.10 Technological Foundations 99.0100.10 Information Technology 15.1200.10 Fundamentals of Information Technology -and- 15.1200.20 Computer Maintenance -or- 15.1200.30 Network Technology -or- 15.1200.40 Software Development	90.0000.10 Technological Foundations 99.0500.10 Life Connections 43.0100.10 Fundamentals of Law, Public Safety and Security -and- 43.0100.20 Law, Public Safety and Security Advanced App -And program may elect to add- 43.0100.20 Law, Public Safety and
-or- 15.1200.40 Soliware Development -or- 15.1200.50 Web Page Development -And program may elect to add- 15.1200.80 Information Technology-Coop	Security-Coop Ed
Ed	

52.1800 Marketing Management and	51.1600 Nursing Services
Entrepreneurship	
	90.0000.10 Technological Foundations
90.0000.10 Technological Foundations	99.0300.30 Applied Biological Systems-
99.0400.10 Business Management Tech	Health
52.1800.10 Fundamentals of Marketing,	51.1600.10 Fundamentals of Nursing
Mgmt and Entrepreneurship	Services
-and-	-and-
52.1800.20 Professional Sales and Mktg	51.1600.20 Nursing Services Advanced
-or-	Applications
52.1800.30 E-Commerce Marketing -or-	-or-
52.1800.40 Entertainment Marketing -or-	51.1600.80 Nursing Services-Coop Ed
	9
52.1800.50 Entrepreneurship	
-And program may elect to	
add-	
52.1800.80 Marketing, Mgmt and	
Entrepreneurship- Coop Ed	
Entropronoutering Goop Ed	
10.0200 Radio/Television Technology	03.0200 Renewable Natural Resources
00 0000 40. Technological Ferraletics	00 0000 10. Tachnalagias! Farm dations
90.0000.10 Technological Foundations	90.0000.10 Technological Foundations
99.0100.10 Information Technology	99.0300.20 Applied Biological Systems-
10.0200.10 Fundamentals of	Agriculture
Radio/Television Technology	03.0200.10 Agriscience-Renewable
-and-	Natural Resources
10.0200.20 Electronic Journalism	-and-
-or-	03.0200.20 Agriscience II-Renewable
10.0200.30 Interactive Digital Media	Natural Resources
-And program may elect to	-or-
add-	03.0200.30 Renewable Natural
10.0200.80 Radio/Television Technology	Resources Business Mgmt
Coop Ed	-or-
	03.0200.60 Agricultural Mechanics
	-or-
	03.0200.80 Renewable Natural
	Resources Coop Ed
48.0500 Welding Technology	48.0700 Woodworking
90.0000.10 Technological Foundations	90.0000.10 Technological Foundations
99.0200.10 Industrial Technology	99.0200.10 Industrial Technology
48.0500.10 Welding Technology Core	48.0700.10 Woodworking Fundamentals
Curriculum -and-	-and-
48.0500.20 Welding Technology I -and-	48.0700.20 Woodworking Advanced
48.0500.30 Welding Technology II -or-	Applications
48.0500.40 Machining Technology I -	-or-
and-	48.0700.80 Woodworking-Cooperative
48.0500.50 Machining Technology II	Education
	Euucalion
-And program may elect to add-	
48.0500.80 Welding Technology- Coop	
Ed	